

# MY SCHOOL

Grade 12



**The MySchool website**, located at <http://www.mynaep.com>, provides participating schools and districts with a convenient way to access details about the upcoming National Assessment of Educational Progress (NAEP). Use the MySchool website to:

- ✓ View specific details about the assessment in your school, such as the assessment date, subjects, and number of students to be assessed;
- ✓ If necessary, learn how to prepare and submit your list of students from which NAEP will sample;
- ✓ Access the online version of the *Best Practices Guide* — a resource containing strategies for improving twelfth-grade student participation and motivation on NAEP;
- ✓ Contact the NAEP State Coordinator or your NAEP representative; and
- ✓ Print documents relevant to the current assessment.

Schools and districts are encouraged to access MySchool throughout the year.  
<http://www.mynaep.com>

# How Do I Register?

Schools and districts selected for the current assessment can register for the MySchool website by following these simple steps:

- Go to [www.mynaep.com](http://www.mynaep.com);
- Click on the “New MySchool users [REGISTER here](#)” link; and
- Complete the Registration Form. For detailed instructions, click on “[Registration Help](#).”

To register, you will need to enter your MySchool Registration ID. If you are unsure what your MySchool Registration ID is, contact your NAEP representative or call **800-283-6237** (NAEP).

An unlimited number of district and school staff can register to access the MySchool website.

## 1

### NAEP Program

Once you log in to the MySchool website, you will be directed to Step 1.

This page provides an overview of the current study and a link for information about the history of NAEP, also known as The Nation’s Report Card. Additional information in Step 1 includes:

- Detailed information about the assessment taking place in your school;
- An online NAEP School Data Collection Form that allows you to update your school’s information;
- The opportunity to ask questions about NAEP, student list submission, e-filing, the preassessment visit and the assessment day;
- Links to documents such as the Parent/Guardian Notification Letter and *Measure Up* assessment newsletter for teachers; and
- A message from your NAEP State Coordinator or NAEP representative.

## 2

### The Student Sample

If you are requested to submit a list of students, you will find all of the relevant information in Step 2 of the MySchool website.

In Step 2 you will find:

- Instructions for preparing your student list; and
- Details on how to submit your student list electronically to NAEP and the deadline for your list submission.

### The Best Practices Guide

Clicking on the *Best Practices* banner gives you access to the *Best Practices Guide*, which contains strategies and resources to:

- Prepare and schedule NAEP;
- Motivate students by showing them a short video about NAEP, offering incentives, or sharing a presentation;
- Work with teachers by using a NAEP Teacher video, PowerPoint presentations, and newsletters; and
- Inform parents about NAEP by downloading the parent letter.

# 3

## Preparing for NAEP

**A NAEP representative will visit your school in January to finalize assessment arrangements. Step 3 provides information about how to prepare for that visit and what to expect when the NAEP representative arrives.**

Step 3 will include:

- The name and contact information for the NAEP representative visiting your school and the date of the pre-assessment visit;
- Details for the school coordinator on what will be covered during the preassessment visit; and
- Links to online questionnaires for school staff members who will be asked to complete these; and
- Other documents that will be reviewed with the school coordinator during the visit.

# 4

## Assessment Day

**Two weeks before the assessment date, you will have access to Step 4.**

This page will have information about assessment day procedures and will include:

- The date and time of the assessment and name of the NAEP representative who will oversee the assessment activities at your school;
- Details about what will take place on the day of the assessment; and
- Links to Sample Questions Booklets that contain the NAEP student questions and sample test questions and responses.

# 5

## After the Assessment

**One week after the assessment, you will have access to Step 5.**

When the assessment is over, you can access this page to find:

- Details about how the NAEP results are scored and analyzed; and
- Information about when the reports will be available.

Schools and districts also may access MySchool throughout the year to receive updates on the results of the assessment and links to other useful information.



## What is NAEP?

The National Assessment of Educational Progress (NAEP) is a congressionally mandated project overseen by the National Center for Education Statistics (NCES) to continuously monitor the knowledge, skills, and performance of the nation's children and youth. As "The Nation's Report Card," NAEP measures and reports on a regular basis what America's students know and can do in core subjects such as reading, mathematics, writing, and science. For more information, visit <http://nces.ed.gov/nationsreportcard>.

27446.0609.8533421020

This publication was prepared for the National Assessment of Educational Progress by Westat under contract (ED-07-CO-0079) to the National Center for Education Statistics, U.S. Department of Education.